

Report Date: 23 Apr 2015

Summary Report for Individual Task
011-15Q-3019
Prepare DA Form 3479-6 (ATC Facility and Personnel Status Report)
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the USAACE/Fort Rucker foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are assigned as a facility chief in an air traffic control facility. Given DA Form 3479-6, TC 3-04.81, monthly traffic count information, and controller training and proficiency records, you have a requirement to prepare a monthly ATC Facility and Personnel Status Report. Some iterations of this task should be performed in MOPP 4.

Standard: Prepare and submit DA Form 3479-6 within the first 15 workdays of the succeeding calendar month IAW TC 3-04.81, Appendix A.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You are assigned as a facility chief of an air traffic control facility.

<div><div>DANGER</div><div>None</div></div>
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<div><div>WARNING</div><div>None</div></div>

<div><div>CAUTION</div><div>None</div></div>

Remarks: None

Notes: None

Performance Steps

1. Determine the requirement to prepare DA Form 3479-6.

a. All facilities will prepare and submit DA Form 3479-6 or an automated version of the form within the first 15 workdays of the succeeding calendar month.

b. All Army National Guard and Army Reserve units will submit DA Form 3479-6 quarterly based on a calendar year.

2. Gather the necessary records and information (traffic count, training and proficiency records, etc.) required to complete DA Form 3479-6.

3. Complete DA Form 3479-6 IAW TC 3-04.81, Appendix A, Table A-3.

4. Report system outages involving ATC installation equipment to ATSCOM as an attachment to DA Form 3479-6.

5. Obtain the signature of the authentication officer (commander or civilian equivalent).

6. Forward DA Form 3479-6 to ACOM through the normal chain of command.

7. Send a copy directly to Commander, ATSCOM, AFAT-ATS-CT, Fort Rucker, Alabama 36362-5265.

8. Provide the local airfield commander or manager with a copy of the monthly traffic record (block 11 of DA Form 3479-6).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Test this task in conjunction with other air traffic control facility related tasks. Brief Soldier: Tell the Soldier to prepare DA Form 3479-6.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined the requirement to prepare DA Form 3479-6.			
2. Gathered the necessary records and information (traffic count, training and proficiency records, etc.) required to complete DA Form 3479-6.			
3. Completed DA Form 3479-6 IAW TC 3-04.81, Appendix A, Table A-3.			
4. Reported system outages involving ATC installation equipment to ATSCOM as an attachment to DA Form 3479-6.			
5. Obtained the signature of the authentication officer (commander or civilian equivalent).			
6. Forwarded DA Form 3479-6 to ACOM through the normal chain of command.			
7. Sent a copy directly to Commander, ATSCOM, AFAT-ATS-CT, Fort Rucker, Alabama 36362-5265.			
8. Provided the local airfield commander or manager with a copy of the monthly traffic record (block 11 of DA Form 3479-6).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	TC 3-04.81(FM 3-04.303)	Air Traffic Control Facility Operations, Training, Maintenance, and Standardization	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. It is the responsibility of all Soldiers and DA civilians to protect the environment, and to participate in the Army's Environmental Management System (EMS) at the installation where they are assigned. The key points of an EMS are:

- a. We are committed to the prevention of pollution.
- b. We are committed to meeting all applicable legal and regulatory requirements.
- c. We will strive for continual improvement in environmental management.

A sustainable installation will use resources wisely to support the current mission, without compromising the ability to accomplish future missions.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment and reduce waste during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None